

PROCESSING NEXT YEAR PURCHASE ORDERS (PO-PER-1)

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VERSION (1.0)

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PROCESSING NEXT YEAR POs

OVERVIEW

MUNIS allows the entry of purchase orders for the next fiscal year. Those purchase orders generate next year encumbrances on the affected accounts that can be liquidated in the new fiscal year.

PREPARING TO ENTER NEXT YEAR PURCHASE ORDERS

Starting PO numbers for the next year may be established using one of two methods:

1. A specific starting number can be established for each department by department code using the Department Defaults File Maintenance screen. See the section “To Enter NY Next PO Number Using Department Codes” in the document *Setting Up & Administering Purchase Order Processing (PO-ADM-1)* in the *MUNIS Purchase Order User Guide*.
2. A specific starting number can be established for system-wide numbering using the Purchase Order Parameter Maint screen. See the section “Purchase Order Parameters” in the document *Setting Up & Administering Purchase Order Processing (PO-ADM-1)* in the *MUNIS Purchase Order User Guide*.

ENTERING NEXT FISCAL YEAR POs

NOTE: *Current and Next Year POs may be combined in a single batch. However, it is recommended that separate batches be used for Next Year POs.*

To Enter Next Fiscal Year POs, Select:

A) FINANCIALS

C) Purchasing Menu

B) Purchase Order Processing Menu

D) PO Entry/Proof

After a batch is added, the following screen is displayed:

Session	Edit	Commands	Settings	Help
PURCHASE ORDER ENTRY				
Add: ESC to ADD, CTRL-P to CANCEL Requesting department code.				
Dept/Loc	[]		GL Effec Date	[01/20/1999]
Fiscal Yr [C]	[1999]	[07]	Entry Date	[01/20/1999]
P/O Number	[]		Needed By Date	[]
General Commodity	[]		Expire Date	[]
Vendor Number	[]	[0] []		
Vendor/Sourcing Notes	[N]		Disc %	[.00]
General Description	[]			
Bill To Code	[]			
Ship To Code	[]			
Delivery Reference	[]			
Freight Method/Terms	[]		Frgt %	[.00]
P/O Type	[N]	Normal	Status	[2] Creation
Special Handling	[N]	None	Buyer	John Doey
Requisition #	[]		PO Amount	[]
Allocation Code	[]		Post-It	[N]

1. Entering a Next Year (NY) PO is identical to entering a current year (CY) PO except that the year in the “**Fiscal Year**” field should be set to the next fiscal year (e.g., 2000). The fiscal year indicator changes to “N” indicating this is a next year PO.
2. Purchase Order entry and output-posting can then be completed just like any current year PO. See *Entering Purchase Orders (PO-REG-1)* in the *MUNIS Purchase Order User Guide* for details.

Reviewing Next Year G/L Encumbrances (Optional)

When a Next Year Purchase Order is entered, an encumbrance journal is created for the next fiscal year that includes each affected expenditure account. The total amount encumbered against an expenditure account in the next fiscal year can be viewed in the G/L Account inquiry.

To Review Next Year G/L Encumbrances, Select:

A) FINANCIALS

A) General Ledger Menu

F) Inquiries & Reports Menu

A) G/L Account Inquiry

The following screen shows an encumbrance in the Next Year expenditures column:

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Session	Edit	Commands	Settings	Help
G/L ACCOUNT INQUIRY				
Action:	Find	Next	Prev	Browse
Output Exit Detail Months CFWD ...				
Query the current database table.				
[1-001-2321-000-00-0610]				
Org	[0011075]	SUPERINTENDENTS' OFFICE GF		Type [E] Status [A]
Object	[0610]	GENERAL SUPPLIES		1999/04 Rollup []
Project	[]			
		Fiscal Year 1999	Fiscal Year 1998	Fiscal Year 2000
Original Budget	[6,000.00]	[6,000.00]
Transfers - In	[.00]	[.00]
Transfers - Out	[.00]	[.00]
CFwd - Budget	[.00]	[.00]
Revised Budget	[6,000.00]	[6,000.00]
Actual (Memo)	[4,853.26]	[2,663.05]
Encumbrances	[1,122.10]	[.00]
Requisitions	[.00]	[1200.00]
Incep to SOY	[.00]	[.00]
Available	[24.64]	[3,336.95]
Percent used	[99.59]	[44.38]
1 of 1				

Reviewing Next Year Encumbrance Journals (Optional)

When output-post is run for a batch of next year Purchase Orders, a journal is created that encumbers the PO in the next year.

To Review Next Year Encumbrance Journals, Select:

A) FINANCIALS

A) General Ledger Menu

C) Journal Entry / History Menu

B) Journal Inquiry/Print

The following screen is displayed:

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1. Select **Find** from the Ring Menu.
2. Enter the **next fiscal year** (e.g. 2000) in the **Year** field and **POE** (Purchase Order Entry) in the **Source** field.
3. Press **ESC**. Purchase Order (POE) Journals for the year will be retrieved.

Setting Default Year / Period

Updating the “Set-Holding-Year-Open” Flag

Next Year PO's can be liquidated once the "Default Year/Period" is set to the next fiscal year. In order to liquidate current year PO's (e.g., 1999) once this occurs, the "Set Holding-Year-Open Flag" option must be set to "Y". This should also be done on the first working day of the new year. See the section "On the 1st Working Day of the New Year" in the document *Fiscal Year-End Processing (BGL-2)* in the *MUNIS Budget/General Ledger User Guide* for instructions.